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## Chapter A-V 3

### CERTIFICATION OF PERSONNEL: REQUIREMENTS AND PROCEDURES

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**A-V 3.001 Definitions.** (1) "State board" as used herein means the state board of vocational, technical and adult education.

(2) "District" as used herein means a vocational, technical and adult education district.

(3) "Code" as used herein means the Wisconsin Administrative Code, ch. A-V 3.

(4) "Recognized educational system" means a public or private educational system which is accredited or approved by public or private accrediting bodies, or by the United States office of education.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81.

**A-V 3.01 Introduction; purpose.** Certification is the affirmative outcome of a process by which the state board, through its staff, evaluates in terms of occupational, academic, and teaching experience the preparedness of professional employes to assume and continue in teaching, administrative, supervisory and other defined roles at the district level. The initial certification process is initiated after the assignment of an employe. The purpose of this chapter is to set forth minimum occupational, academic, and teaching experiences for education personnel employed by the districts in the positions designated by this chapter. The certification process shall be in harmony with affirmative action and equal employment opportunity commitments subscribed to by the state board and districts.

(1) **GENERAL PROVISIONS.** The application of this code is authorized by s. 38.04 (4), Stats.

(a) The provisions of this chapter apply to all administrators, supervisors, and coordinators, instructional staff, counselors, librarians, instructional media, audio-visual and curriculum specialists identified in this chapter and employed by district boards.

(b) State institutions which offer vocational instruction may request certification.

(c) Certification is limited to the specific instructional and related positions described herein.

(d) Requirements herein apply to all educational personnel certified after the effective date of this chapter.

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(e) Persons certified prior to the effective date of this chapter have the option to seek recertification status for the same position or instructional area under regulations governing their most recent certification or under the regulations of this code except in the instance of the life certificate. A-V 3.01 (3) (f) prohibits the issuance of new life certificates after the effective date of this chapter. Persons changing position or instructional area assignment after the effective date of this chapter shall comply with additional requirements for the new field in effect as of the effective date of this chapter.

(f) Certifications, licensures or other approvals by accredited or recognized organizations may be considered by the state board staff in evaluating the certification status of any personnel affected by these other organizations in the pursuit of a certifiable assignment in the VTAE system as teacher, administrator, supervisor-coordinator, counselor, librarian, instructional media, audio-visual or curriculum specialists. The state board may permit some equivalencies to be granted applicants who are subject to these other groups as well as to the state board. Equivalencies may be granted after an evaluation by the state board staff of the requirements of other recognized organizations to assure relevance of such requirements to the certification status of an applicant.

(2) PROCEDURE: (a) For new employes, the certification process shall be initiated by the district director after assignment of affected employes. The employes shall be parties to requests to the state board for certification by providing documentary proof as to their occupational, academic and teaching experiences.

(b) After initial certification pursuant to par. (a), individuals may request certification in additional areas. Such requests shall be submitted to the state board by the district certification officer together with proper documents and individual paid fee. The fee shall be equivalent to the normal fee charged to the district by the state board for initial certification.

(c) Renewal of the individually requested certificate described in par. (b) shall be granted, based upon evidence of continued occupational competency as demonstrated by occupational experience or current occupational coursework. In academic areas, renewal shall be based upon continued professional coursework in the area of certification, or occupational experience. Requirements detailed in A-V 3.02 (4) (d) shall apply for the renewal of the 5-year certificate.

(d) Certification of individuals employed for first-time appointments shall be considered on a priority basis by both the district and the state board. Certification request for such personnel shall be submitted to the state board staff by the employing district or institution as soon as possible within the first 6 months after the new employe is hired.

(e) Requests for certification, including documentation for renewal, shall be processed on as timely a basis as possible during the school year by the district and the state board staff.

(f) The applicant for certification shall submit to the district director, or appointed representative of such administrator, all necessary documents required for certification. The documentation shall include an approved application form for certification, official transcripts of undergraduate or graduate credits as applicable to the category of certification

requested, official copies, or true copies attested to by the district director or the director's designee, of any professional or occupational licenses where applicable, and written verification from the employer of all appropriate and required occupational experience.

(g) Occupational experience shall be of such recency and relevancy as to add to the preparedness of the applicant for certification. Such experience shall represent current practices in the occupational area of certification.

(h) The district director, or appointed representative, shall be responsible for receiving all supportive documents related to certification including official transcripts, official copies of occupational licenses and written verification from employers of all appropriate and required occupational experience and shall submit to the state board all required certification documents.

(i) The state board staff shall evaluate all materials submitted and, on behalf of the state board, shall issue appropriate certificates through the employing agency to eligible employees.

(j) Certification shall not be affected by future changes in program or course numbering. If programs or course numbers are changed, certification for like content shall transfer to the new numbered area.

(3) CERTIFICATION STATUS. (a) Five-year certificates are granted to personnel meeting requirements who are employed full-time (50% or more as determined by each district) in state-designated programs of a district.

(b) Provisional certificates are granted to personnel meeting requirements who are employed full-time (50% or more) in state-designated programs of a district and have not met the requirements for the 5-year certificate.

(c) Approval status is granted on a biennial basis to personnel meeting established requirements who are employed in state-designated programs on a part-time basis (less than 50% employment as determined by each district) or on a limited term basis for new or unique programs for the disadvantaged, handicapped, for driver education or for targeted special projects. To be eligible for continued approval status the applicant must complete at least one of the courses listed in the educational requirements for the 5-year certificate each 2 years until their completion or 2 months of appropriate occupational experience or other professional activity delineated by the district in a plan of such activities. The district plan of activities for professional growth may include workshops or conferences of specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved, prior to its implementation, by both the local board and the state director.

(d) Approval status, provisional certificates or 5-year certificates may be granted to applicants, meeting established requirements, in their second and additional instructional areas.

(e) Emergency approval status may be granted personnel who are employed by a district because of unusual circumstances. The district's emergency approval request to the state board shall include a full

description of the unusual circumstances upon which the emergency request is based. Emergency approval status shall not remain in force beyond a maximum period of 12 consecutive months.

(f) No life certificate shall be issued after the effective date of this chapter. Additional time, according to the provisions of 1-5, below, shall be granted personnel holding the 5-year certificate to complete a renewal of that certificate if they would have qualified for a life certificate under the provisions of the previous code.

1. Personnel holding the 5-year certificate who under provisions of the previous code, would have qualified for a life certificate after the effective date of this chapter and prior to September 1, 1981, shall be granted 5 additional years from the date that person would have become eligible for a life certificate to complete the requirements for the renewal of their current 5-year certificate.

2. Personnel holding the 5-year certificate who under provisions of the previous code, would have qualified for a life certificate after August 31, 1981, and prior to September 1, 1982, shall be granted 4 additional years from the date that person would have become eligible for a life certificate to complete the requirements for the renewal of their current 5-year certificate.

3. Personnel holding the 5-year certificate who under provisions of the previous code, would have qualified for a life certificate after August 31, 1982, and prior to September 1, 1983, shall be granted 3 additional years from the date that person would have become eligible for a life certificate to complete the requirements for the renewal of their current 5-year certificate.

4. Personnel holding the 5-year certificate who, under provisions of the previous code, would have qualified for a life certificate after August 31, 1983, and prior to September 1, 1984, shall be granted 2 additional years from the date that person would have become eligible for a life certificate to complete the requirements for the renewal of their current 5-year certificate.

5. Personnel holding the 5-year certificate who, under provisions of the previous code, would have qualified for a life certificate after August 31, 1984, and prior to September 1, 1985, shall be granted one additional year from the date that person would have become eligible for a life certificate to complete the requirements for the renewal of their current 5-year certificate.

(g) A 5-year certificate renewed under the provisions of (f), 1-5 above, shall be issued as soon as requirements are met.

(4) GENERAL PROVISIONS: (a) Equivalency for the occupational experience requirements may be established through evaluation by a representative of, or a committee appointed by the director. Where an evaluation of work experience and/or education is made, substitution may include special study through armed forces service schools, manufacturers schools, correspondence courses, special tutoring and institutes, approved in-service teaching-training programs, work experience in clearly related occupations, and other such experience as may be appropriate.

(b) Approved graduate education directly in a subject matter discipline may be substituted for required work experience. Two semester hours of graduate credit may be evaluated as equivalent to no more than one month of occupational experience for certification purposes.

(c) Equivalencies identified under pars. (a) and (b) may be used for up to one half of the required work experience.

(d) All education and work experience should reflect current practices and standards in the business and industrial world.

(e) In fields where another legal certification agency has authority the teacher must comply with both certification codes.

(f) If an individual objects to receiving certification in additional areas, the individual may appeal as outlined in A-V 3.01 (5) (a) and (b).

(g) In the area of adult and continuing education, certification evaluation responsibility shall be each district's, subject to approval by the state board to assess the effectiveness of such evaluation.

(h) A verifiable apprenticeship in the skilled trades and successful experience as journeyman for a combined total of 7 years shall be equivalent to a baccalaureate degree for certification purposes.

(i) If a formalized apprenticeship has not been completed, extensive occupational experience for a total of 7 years and related education equivalent to an apprenticeship program will be equivalent to a baccalaureate degree for certification purposes.

(j) If a baccalaureate degree equivalence is obtained, an earned baccalaureate degree in addition to the baccalaureate equivalency will be equivalent to a masters degree for certification purposes.

(k) The masters degree and/or equivalency required for certification in supervisory and administrative positions may be waived or modified if the applicant has an exceptionally strong educational and occupational experience background.

(5) **APPEALS.** (a) Individuals or districts challenging a certification decision may request an informal review by a committee composed of two state board staff members, exclusive of the state board certification officer, and including a program specialist, and an individual holding a 5 year certification employed in the disputed certification area or a representative from the occupational field. Requests for informal review shall be in writing to the state director. This informal review does not prohibit the individual or district from proceeding with a formal appeal under par. (b).

(b) All appeals of certification issues shall be conducted in accord with the provisions of ch. 227, Stats., and ch. A-V 4, Wis. Adm. Code.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73; cr. (6) (e), Register, March, 1979, No. 279, eff. 4-1-79; r. and recr. (1) to (3), r. (4), renun. (5) (a) to (e) to be (4) (a) to (e), r. (5) (f), (k) and (l), renun. (5) (g) to (j) to be (4) (h) to (k), cr. (4) (f) and (g), cr. (5), r. (6), Register, February, 1981, No. 302, eff. 3-1-81.

**A-V 3.02 Instructional staff.** (1) **GROUP IDENTIFICATION.** Teaching certification is required of those persons in each district who are employed as instructors.

(2) **APPROVAL REQUIREMENTS.** (a) Educational and occupational experience shall be appropriate to the subject being taught as evaluated by the state board staff. The requirements which apply for provisional certification shall be used to evaluate all part-time or limited term teaching personnel in state-designated programs.

(b) Driver education teachers shall hold a valid Wisconsin drivers license and shall have completed 9 collegiate semester hours of approved credits in the field of driver safety education. Three collegiate semester hours shall be in basic driver education, 3 in safety education, and 3 in advanced driver education.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* 1. A bachelors degree or equivalent as defined in s. A-V 3.01 (4) (h).

2. Twenty semester credits in the appropriate area is required for certification in academic subjects.

3. Required occupational experience may be substituted for credits when certification is requested in an occupational subject area.

(b) *Occupational experience.* 1. Academic subject instructors shall be required to have 6 months of occupational experience in field other than education.

2. Occupational subject teachers shall be required to have 12 months of verifiable experience as a fully qualified worker in each occupational area where certification is requested.

(c) *Teaching experience.* None required.

(d) *Renewal.* The provisional certificate shall be valid for a period of 2 years. The provisional certificate shall be renewed if during the provisional certification period, the applicant makes satisfactory progress toward earning a 5-year certificate. Satisfactory progress shall be 6 approved semester credits or 2 months of approved appropriate occupational experience.

(4) **FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Education.* 1. Philosophy of vocational, technical and adult education in Wisconsin—2 semester credits.

2. Teaching methods—2 semester credits.

3. Curriculum or course construction—2 semester credits.

4. Educational psychology—2 semester credits.

5. Educational evaluation—2 semester credits.

6. Guidance and counseling—2 semester credits.

7. Human/intergroup relations, 2 semester credits or equivalent content in in-service courses or other experiences.

8. Major of 30 semester credits required of academic subject teachers.

(b) *Occupational experience.* 1. Six additional months for a total of 12 months of occupational experience in a field other than education shall be required of academic subject teachers.

2. Occupational subject teachers shall be required to have 12 additional months for a total of 24 months as a fully qualified worker in each area where certification is required.

(c) *Professional experience.* Two years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity delineated by the district in a plan of such activities. The district plan of activities for professional growth may include workshops or conferences of specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved, prior to its implementation, by both the local board and the state director.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73; r. and recr. (2) (a), am. (3) (a) 1., (3) (b) 1., (3) (d), (4) (a) 4., (4) (b) 1., (4) (c) and (d), renum. (4) (a) 7. to be (4) (a) 8., cr. (4) (a) 7. and r. (5), Register, February, 1981, No. 302, eff. 3-1-81.

**A-V 3.03 Supervisors-coordinators.** (1) **GROUP IDENTIFICATION.** Supervision-coordination certification is required of those persons in each district who are designated by the district director as supervisors or coordinators and who have responsibilities for: supervising instructional or instructional-related staff; maintaining liaison between business and industry and the schools within that district; managing one or more programs of the district.

(2) **APPROVAL REQUIREMENTS.** The approval status is not appropriate and shall not be granted to supervisors-coordinators.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* Bachelors degree or equivalent as defined in s. A-V 3.01 (4) (h).

(b) *Occupational experience.* Same as the amount required for 5-year certification in the applicant's area of instruction.

(c) *Teaching experience.* Two years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The provisional certificate shall be valid for a period of 2 years. The provisional certificate shall be renewed if during the provisional certification period the applicant makes satisfactory progress toward earning a 5-year certificate. Satisfactory progress shall be 6 approved semester credits.

(4) **FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Education.* 1. Educational requirements for teacher certification defined in s. A-V 3.02 (4) (a) must be met.

2. Supervision or coordination—2 semester credits.

3. Twelve course hours in professional education in appropriate area in addition to item 1 above.

4. Masters degree or equivalent as defined in s. A-V 3.01 (4) (j).

(b) *Occupational experience.* Same as the amount required for 5-year certification in the applicant's field of instruction.

(c) *Professional experience.* Two years of experience as a certified supervisor-coordinator.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity delineated by the district in a plan of such activities. The district plan of activities for professional growth may include workshops or conferences of specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved, prior to its implementation, by both the local board and the state director.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73; am. (1), (3) and (4), r. (5), Register, February, 1981, No. 302, eff. 3-1-81.

**A-V 3.04 Administrators.** (1) **GROUP IDENTIFICATION.** Administrative certification is required of those persons in each district who are designated as administrators by the district by virtue of their responsibilities for the administration of the overall educational program of the district or for an assigned portion of the overall educational program.

(2) **APPROVAL REQUIREMENTS.** The approval status is not appropriate and shall not be granted to administrators.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* Masters degree or equivalent.

(b) *Occupational experience.* Same as the amount required for 5-year certification in the applicant's area of instruction.

(c) *Teaching experience.* Two years teaching experience as a certified teacher. Such certification may be obtained in any recognized system.

(d) *Renewal.* The provisional certificate shall be valid for a period of 2 years. The provisional certificate shall be renewed if, during the provisional certification period, the applicant makes satisfactory progress in earning a 5-year certificate. Satisfactory progress shall be 6 approved semester credits.

(4) **FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Education.* 1. Educational requirements for teacher certification defined in A-V 3.02 (4). (a) must be met.

2. Fifteen semester credits of professional education appropriate to the administrative position in addition to par. (a) 1. above.

(b) *Occupational experience.* Same as the amount required for 5-year certification in the applicant's field of instruction.

(c) *Professional experience.* Two years of experience as a certified administrator in any recognized educational system.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or other professional

activities delineated by the district in a plan of such activities. The district plan of activities for professional growth may include workshops or conferences of specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved, prior to its implementation, by both the local board and the state director.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73; am. (1), (3) and (4), r. (5), Register, February, 1981, No. 302, eff. 3-1-81.

**A-V 3.05 Counselors.** (1) **GROUP IDENTIFICATION.** Counselor certification is required of those persons in each district who are designated as counselors by the district director by virtue of their responsibilities for counseling students on vocational/career and personal concerns through the use of interview, test and other techniques based on modern psychological principles.

(2) **APPROVAL REQUIREMENTS.** The approval status is not appropriate and shall not be granted except to limited term counselors functioning in special educational projects or other unique programs for the disadvantaged or handicapped. When approval is granted, the unique nature of the special program and the background of the individual shall be considered.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* A masters degree in guidance and counseling or a bachelors degree and 20 semester hours of graduate credit in appropriate counseling courses.

(b) *Occupational experience.* The applicant shall have 24 months of occupational experience outside the field of education.

(c) *Teaching experience.* Two years teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The provisional certificate shall be valid for 2 years. The provisional certificate shall be renewed if during the provisional certification period the applicant makes satisfactory progress toward earning a 5-year certificate. Satisfactory progress shall be 6 approved semester credits or 2 months of approved appropriate occupational experience.

(4) **FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Education.* 1. Philosophy of vocational, technical and adult education in Wisconsin—2 semester credits.

2. Masters degree in guidance and counseling or equivalent, i.e., bachelors degree plus 30 semester credits in counseling and guidance including the practicum experience.

(b) *Occupational experience.* Same as the amount required for the provisional certificate.

(c) *Professional experience.* Two years experience as a certified counselor.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity

delineated by the district in a plan of such activities. The district plan of activities for professional growth may include workshops or conferences of specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved, prior to its implementation, by both the local board and the state director.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73; am. (1) to (4), r. (5), Register, February, 1981, No. 302, eff. 3-1-81.

**A-V 3.06 Librarians.** (1) **GROUP IDENTIFICATION.** Librarians are those specialists who are responsible for the operation and management of a library and the library services program.

(2) **APPROVAL REQUIREMENTS.** The requirements for provisional certification will be used.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* A graduate or undergraduate degree with a minor in library science is required.

(b) *Occupational experience.* Six months of occupational experience in a field other than education, or library management in an educational institution.

(c) *Teaching experience.* None required.

(d) *Renewal.* The provisional certificate shall be valid for a period of 2 years. The provisional certificate shall be renewed if during the provisional certification period, the applicant makes satisfactory progress in earning a 5-year certificate. Satisfactory progress shall be 6 approved semester credits or 2 months of approved occupational experience.

(4) **FIVE-YEAR CERTIFICATION REQUIREMENTS.** In addition to the requirements for provisional certification, the following must be completed.

(a) *Education.* 1. Philosophy of vocational, technical and adult education in Wisconsin—2 semester credits.

2. A bachelors degree including 30 semester credits in library science or a masters degree in library science.

(b) *Occupational experience.* Six additional months for a total of 12 months of occupational experience is required outside the field of education or library management.

(c) *Professional experience.* Two years as a certified librarian.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or other professional activities delineated in a plan of such activities. The district plan of activities for professional growth may include workshops or conferences of specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved,

prior to its implementation, by both the local board and the state director.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73; am. (1), (3) (b) and (d), (4), r. (5) Register, February, 1981, No. 302, eff. 3-1-81.

**A-V 3.07 Instructional media, audio-visual and curriculum specialists.** (1) **GROUP IDENTIFICATION.** Instructional specialist certification is required of those individuals in each district who are assigned to advise and assist the instructional staff in the use of various curriculum materials, instructional devices and audio-visual techniques.

(2) **APPROVAL REQUIREMENTS.** The requirements for provisional certification will be used.

(3) **PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* A graduate or undergraduate degree with major emphasis in audio-visual education, instructional media or curriculum.

(b) *Occupational experience.* Six months of occupational experience outside the field of education.

(c) *Teaching experience.* Two years of teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The provisional certificates shall be valid for 2 years. The provisional certificate shall be renewed if during the provisional certificate period the applicant makes satisfactory progress toward earning a 5-year certificate. Satisfactory progress shall be 6 approved semester credits or 2 months of approved appropriate occupational experience.

(4) **FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Education.* In addition to the requirements for provisional certification, the requirements noted at A-V 3.02 (4) (a), 1-8, must be met.

(b) *Occupational experience.* Six additional months of occupational experience outside the field of education for a total amount of 12 months of experience.

(c) *Professional experience.* Two years of professional experience as a certified instructional media, audio-visual or curriculum specialist. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity delineated by the district in a plan of such activities. The district plan of activities for professional growth may include workshops or conferences of specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved, prior to its implementation, by both the local board and the state director.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73; am. (1), (3) (a), (c) and (d), r. and recr. (4), r. (5), Register, February, 1981, No. 302, eff. 3-1-81.